

**CITY OF SANTA BARBARA
CIVIL SERVICE COMMISSION**

MINUTES

REGULAR MEETING

Monday, July 11, 2016

4:15 p.m.

Room 15, Top Floor, City Hall

735 Anacapa Street, Santa Barbara, California

ORDER OF BUSINESS:

1. *Call to Order & Roll Call.* The meeting was called to order at 4:21 p.m. by Chair Gabe Dominocielo. Present: Commissioners Alan Kasehagen and Donna Lewis. Administrative Services Director Kristy Schmidt, City Attorney Ariel Calonne and staff members Susie Gonzalez and Yesenia Gomez were present.
2. *Public Comment.* No public comment.
3. *Recognition of Civil Service Commissioner McKee.* Commissioner McKee resigned from the Commission and was recognized by the City and the Civil Service Commission for her commitment since 2005 as a Civil Service Commissioner.
4. *Approval of the Minutes from the Meeting of May 9, 2016. Approval of the Revised Minutes from the Meeting of March 14, 2016.* Commissioner Lewis confirmed the language that was included in the revised minutes to add a sample document of a performance evaluation and performance improvement plan to the Civil Service Commissioner Orientation Binder. A motion to approve the revised March 14, 2016 minutes was made and seconded (Lewis/Dominocielo) and approved by voice vote. A motion to approve the May 9, 2016 minutes was made and seconded (Dominocielo/Kasehagen) and approved by voice vote.
5. *Distribute and Review Civil Service Commissioner Orientation Binder.* Staff member Susie Gonzalez provided Commissioners with the final version of the Civil Service Commissioner Orientation Binder, which now included a detailed table of contents and numbered tabs. Commission Lewis asked City Attorney, Ariel Calonne whether or not hearing documents, including complaints, responses and all policies need to be provided in hearing packets or if there could be a reference to the authority of the Orientation Binder. City Attorney Ariel Calonne gave advice to the Civil Service Commission that his preference would be to have all policies or supporting documents be included in the initial complaint or packet. City Attorney Calonne also recommended that the entire document that is referenced does not need to be included, rather just the section that is referenced in the proposed discipline. In order to have the most updated policies or reference materials submitted, the Civil Service Commissions agreed with City Attorney Calonne to have all supporting documents provided with packets rather than referencing the Civil Service Commission Orientation Binders.
6. *Review Posting of Hearing Procedures on Civil Service Commission Webpage.* Staff member Yesenia Gomez pulled up the webpage of the Civil Service Commission in order for the Commission to view the addition of the Civil Service Commission Hearing Procedures to the webpage. Commissioner Kasehagen made a recommendation that any revisions to the Hearing Procedures have a revised dated added to the document for reference.

7. *Confirm Appointment of Chair and Vice-Chair.* Commissioner Kasehagen confirmed that the Commission needed to formally confirm the appointment of the Chair and Vice-Chair at the beginning of the Fiscal Year. A motion to approve the appointment of Commissioner Kasehagen as Vice-Chair was made and seconded (Dominocielo/Kasehagen) and approved by voice vote. A motion to approve the appointment of Commissioner Dominocielo as Chair was made and seconded (Kasehagen/Lewis) and approved by voice vote.
8. *Topics for the Next Meeting, which is scheduled for Monday, September 12, 2016.* Nothing at this time. If there are no additions to the agenda for the September meeting, there will be consideration for the cancellation of the meeting.
9. *Adjournment of Meeting.* A motion was made (Kasehagen/Lewis) to adjourn the meeting. The meeting adjourned at 4:54 p.m.

Materials related to an item on this agenda submitted to the Civil Service Commission after distribution of the agenda packet are available for public inspection in the Human Resources Office located at City Hall, 735 Anacapa Street, Santa Barbara during normal business hours.

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact Susie Gonzalez at 564-5316. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.